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# BULLETIN

SEPTEMBER 1946

CALIFORNIA LIBRARY ASSOCIATION

VOLUME 8

NUMBER 1

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## **The Condemned Playground**

**By CYRIL CONNOLLY**

Cyril Connolly is the brilliant editor of *Horizon*, the English literary magazine which has become the rallying point for everything that is young and vital in present-day English thought. Jacques Barzun opened an article a number of months ago in the *Atlantic Monthly* by saying, "The name of Cyril Connolly should be better known to American readers." Undoubtedly *The Condemned Playground* has accomplished this purpose. It contains 36 of Mr. Connolly's finest essays, those which he most wishes to be preserved. Some are political, a few autobiographical, and several are amusing parodies. Others are witty and lucid literary estimates of such figures as Housman, Thomas Mann, André Gide, Somerset Maugham, and E. M. Forster.

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## The books of ARTHUR KOESTLER

Arthur Koestler is one of the most vital thinkers and writers of this generation. Each of his books has heightened his reputation—and his new novel, **THIEVES IN THE NIGHT**, will probably reach an even wider and more enthusiastic audience. Its scene is Palestine—that bit of land which is almost continuously in the headlines—and the actors are Jews, Arabs, British officials, and an American journalist. Watching and reflecting on the events is a typical Koestler protagonist, Joseph, who discovers, in spite of his detachment, that he cannot remain aloof from the violent forces rending that unhappy land.

You will want to have a copy of **THIEVES IN THE NIGHT** (to be published October 29, probably \$2.75) in your library. And at the same time you should check to see whether you have Arthur Koestler's other remarkable books. They are: **THE GLADIATORS** (\$2.75), an historical novel of the first century B.C. which illuminates the motives, methods, and results of proletarian revolution; **DIALOGUE WITH DEATH** (\$2.00), the harrowing psychological record of 102 days which Koestler spent in prison under sentence of death; **DARKNESS AT NOON** (\$2.50), a novel based upon the Moscow trials, which one reviewer called "the 'Crime and Punishment' of our decade"; **SCUM OF THE EARTH** (\$2.50), an account of the author's experiences at the beginning of the war, when he was thrown into Le Vernet, one of the worst French concentration camps; **ARRIVAL AND DEPARTURE** (\$2.50), a novel about the psychological adjustment of a refugee from Nazi terror; **THE YOGI AND THE COMMISSAR** (\$2.75), a collection of brilliant and provocative essays; and **TWILIGHT BAR** (\$2.00) a grimly gay play in four acts about the end of the world.

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**By ED AINSWORTH**

About California, by a Californian, this is a big exciting historical novel, filled with color and life. The hero is Shane Malone, a handsome young newspaperman in the middle of the nineteenth century, who dreams of going to California and makes his dream come true. The incidents include the battles of San Pasqual and the Mesa, and the flaming jealousies and hatreds of early California politics. Paul Jordan-Smith says, "Ainsworth misses nothing of California's amazing early history. That of itself would carry the delighted reader through these exciting pages: delayed romance quickens his pace. . . It is easy to see that *Eagles Fly West* will be one of the most eagerly read novels the Pacific Coast has produced in many a long day."

To be published September 24      Probably \$3.00

## **Holdfast Gaines**

**By ODELL and WILLARD SHEPARD**

A closely woven historical novel, solidly based upon fact, by a Pulitzer Prize winner and his son. It is the saga of Holdfast Gaines, a giant Mohegan Indian whose tribe was crushed by Arnold's massacre at Fort Griswold. The story sweeps from the Connecticut seaboard to the Mississippi and the Gulf, from the burning of New London by Benedict Arnold to Andrew Jackson's heroic victory at New Orleans. It teems with genuine American characters—red-headed Andy Jackson, Sam Reid, who designed the American Flag, Tecumseh and his evil brother, the Prophet, lusty Russell Bean, rifle maker—and many others. These characters, and the superb writing, will give *Holdfast Gaines* a permanent place in our nation's historical fiction.

To be published in November      Probably \$3.00

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## The books of C. S. LEWIS

The books of C. S. Lewis have won phenomenal popularity, as well as critical acclaim. The first to be published in America was *THE SCREWTAPE LETTERS* (\$1.50), a series of scintillating letters from an important official in Hell to a junior devil on earth, which established the author as a master of satire. Then he turned to interplanetary fantasy, adding an element of allegory which lifts his novels to a new plane. *OUT OF THE SILENT PLANET* (\$2.00) tells of a strange trip to Malacandra (Mars), and *PERELANDRA* (\$2.00) transports the reader to Venus. Dr. Ransom, the hero of these novels, appears again in the last of the trilogy, *THAT HIDEOUS STRENGTH* (\$3.00), the scene of which is the earth.

Four of C. S. Lewis's books are straightforward discussions of various aspects of religion: *CHRISTIAN BEHAVIOUR* (\$1.00); *THE PROBLEM OF PAIN* (\$1.50); *THE CASE FOR CHRISTIANITY* (\$1.00); and *BEYOND PERSONALITY* (\$1.00). Although brief and direct, they also display his gift for writing wittily and well, no matter what form he chooses. They appeal to both Catholic and Protestant readers, since the author preaches a "straight" brand of Christianity, unadulterated by purely secular beliefs.

In *THE GREAT DIVORCE* (\$1.50), the story of a bus trip from Hell to the borders of Heaven, Mr. Lewis returned to the rich vein of satire which so many readers enjoyed in *THE SCREWTAPE LETTERS*.

All nine of these C. S. Lewis books deserve a place on your library shelves.

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## **The Meeting of East and West**

**By F. S. C. NORTHROP**

In this monumental work, F. S. C. Northrop of Yale University has made a brilliant analysis of the philosophical, political, economic, and religious beliefs of America, Europe, and Asia, to arrive at a synthesis of values, free from the provincialism which would insist that one set of standards only has the right to exist. "In my considered judgment the appearance of this volume is the most important intellectual event in the United States thus far in 1946," wrote Howard Mumford Jones in the *New York Times*. "The book is great because its theme is great," he added. "It is important because it is, so far as I know, the only book by an American philosopher to state the fundamental ideological conflicts in world culture."

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## BULLETIN INDEXES

Indexes to the Bulletins have been sent to all institutional members of the CLA, and to all individual members who have requested them. The Index to Volume 4 of the Bulletin, made by Mrs. Harriet S. Davids, and the Index to Volume 5, prepared by the Junior Members Section, and edited by Patricia Clark and Mildred Burroughs, and the index for volume 6, made by Ethel Blumann will be sent without charge if requests are sent to Mrs. Jean C. Bishop, Executive Secretary, CLA, 1949 Lyon Street, San Francisco 15. The Cumulative Index to the Handbook and Proceedings, 1933-39, compiled by Jeanette Hitchcock, will be sent to persons who send 50 cents to Mrs. Bishop with their requests.

New members of the staff of the San Diego Public Library are Beatrice H. Ingham, from the University of Arizona Library; Josephine Lynch, from the Los Angeles County Public Library; Janice L. Stewart, from Montgomery, Alabama; Tillie Thompson, from the Syracuse University Library; and Dorothy L. Zymunt, from the Milwaukee Public Library.

Three scholarly essays by Dr. Peter Thomas Conmy, librarian of the Oakland Public Library, have been issued under the title *Studies in English education during the eighteenth century*, in honor of Dr. Fletcher Harper Swift, emeritus professor of education at the University of California.

An exhibit of books, magazines and photographs picturing life in the Soviet Union today may be borrowed by California libraries from the American Russian Institute, 101 Post Street, San Francisco 8. The illustrated children's books, ranging from nursery rhymes to fiction for young adults, are especially attractive. Some of the stories are Russian translations from books known to American children, such as Andersen's Fairy tales, Kipling's *Rikki Tikki Tavi*, and Jack London's *White Fang*. A portfolio of 28 photographs, 14 by 15½ inches, is entitled *Let's Look at the Soviet People*.

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SEPTEMBER 1946

# CALIFORNIA LIBRARY ASSOCIATION BULLETIN

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NUMBER 1

Eleanor N. Wilson, President  
Jean Casad Bishop, Executive Secretary

Marion Horton, Editor  
Howard Rowe, Business Manager

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# DIARY OF A NEW LIBRARIAN

ARMINE MACKENZIE \*

*January.* My first day at the new job! Confusing but tremendously exhilarating. Of course, I made a thousand mistakes and I must have looked like an utter fool when I had to break off in the middle of waiting on the public to ask questions. But what fun it is; somehow Library School doesn't prepare you for the variety of questions, the interesting types of people. And Miss X, my new boss, is simply swell—so human. The rest of the staff, those I have met, are awfully nice. They made me feel at home right from the start. Another day gone: but I'm too physically tired to write much. When you don't know a department well it means trotting down to the shelves for every question. Still, who cares? The work is so significant, the people seem so grateful for what you do for them, it's all so worth while! I'm really beginning to learn the department. They've worked out a wonderful series of indexes—the collection, both of books and magazines, is so extensive that it takes your breath away. I'm so glad I'm working in a library of this type that serves business men and scholars and scientists rather than in a suburban branch. Of course, some of the patrons are a little peculiar, but I don't see why the staff—especially Miss Y—grumbles so much about them. Their problems are funny and pathetic and so human!

*February.* I guess it's sort of silly but I'm full of ambition. Miss Y says that reveals the naivete of the new person—I'll soon sink into the well-known rut, as she calls it. Well, we'll see about that. I talked to Miss X about doing extra things for the department—she tells me I perhaps can make a book talk to some outside group (my knees knock together at the thought, but it's something I want to do eventually) and that if I think of any ways of improving the department, she'll be glad to consider them. She suggested that I may think of new in-

dexes. It's so marvelous of her to let me show initiative and I only wish I could think up a lot of things. . . . Today I waited on Aldous Huxley: Miss Y laughed at my enthusiasm. . . . I asked Miss X about taking a course in our subject (I feel awfully ignorant) and she was very sympathetic about the idea but said that just now, when there is so much physical work to be done (we're short of pages) she'd rather I preserved my strength for work in the library.

*March.* A few difficulties with the public today. Miss Y says I am trying too hard. "Why should we wear ourselves out for the nuts and screwballs?" she says. I suppose there is something in it, but how can we tell, really, how valuable each person's question is? . . . I had a marvelous idea for a new index, at least I thought it was, but Miss X, while she was awfully sympathetic, felt that it wasn't wise to start anything too elaborate at just this time. . . . For some reason the people seem a little different lately. When I first came into the Department the work seemed so vital; now there's a sort of slump, or maybe I'm imagining it. Perhaps Miss Y's continual grumbling about the "types" who come to a public library has something to do with it. . . . Thought of a marvelous book list; I'll ask Miss X tomorrow. . . . Miss X says we'll do the book list later. She feels that book lists attract too many patrons and because of shortage of help we can't handle the ones we have now.

*April.* I suggested a change in the stack shelves to Miss X today, but I fear my suggestion didn't go over very well. Miss X said that with the present situation concerning pages, we couldn't dream of any change like that. Then she asked me if I felt I wasn't busy enough. She's given me a lot of shelves to read and an increase in clerical work. I guess I'd

(Continued on page 21)

\* Los Angeles Public Library



# BOOK QUIZ

DOROTHEA D. NELSON \*

**F**OR the past three years a book quiz has been the highlight of the celebration of Book Week in Santa Maria. The Public Library is the sponsoring agent, but it takes close cooperation on the part of the librarians for the high school and junior college and the elementary schools to be as successful as we feel ours have been.

Eight or nine contestants are chosen—sometimes by a test in their school classes, sometimes by nomination of the teacher—two from the eighth grade and one from each grade in high school and one from the junior college. We also invited the parochial school to participate and once or twice it has done so, sending a boy and a girl from their eighth grade.

Publicity is launched at least two weeks in advance of the date and the public is invited to send in questions to be put to the contestants. They are questions having to do with literature only—poetry, quotations, authors, etc. We throw out the bait of free theatre tickets to those who enter questions which are not answered properly by the contestants, the Public Library financing the entire project, of course. Usually we find our best questions from one or two high school classes in which the teacher is interested enough to stimulate and guide the youngsters into clever phraseology of their questions.

The quiz is usually scheduled for an evening the early part of Book Week and we have it in the city council chambers of the City Hall, which is adjacent to the library building. The room has a dais at one end. Large chairs are placed about a semi-circular desk and it is there that the contestants sit. Just below the dais and enclosed by a low fence are the "officials" of the quiz,—and the interested friends and relations occupy the benches facing the fence. We

have always had a good attendance of perhaps a hundred or more.

The officials include a "master of ceremonies" and two score keepers. Miss Nance O'Neill, librarian of Santa Maria Union High School and Junior College, has been the M.C. for the last two years, and her native wit has added to the spiritedness of the affair. We divide the contestants into two groups, one consisting of the representatives of the eighth grade and the freshman class, and the other consisting of the representatives of the sophomore, junior and senior classes and the junior college. The winner of each group gets a prize—any book he may wish—up to a maximum of \$5.00, I may add. We are still gasping a bit over the desire of one young winner to have a complete set of Mark Twain! A day or two before the quiz all questions are called in and it is then the job of the librarians to "edit" them. This entails no small amount of work—and a lot of merriment, too! Many questions find their way into the wastebasket; others have a clever idea but must be rephrased; others are taken verbatim. This last year the questions were excellent. We permit the contestants to volunteer an answer, but the M.C. tries to steer the easier questions to the younger group and save the ones on Shakespeare or more mature authors for the older group. If a contestant answers any question correctly he is given a mark by the score keepers. If there is some confusion or doubt, the M.C. must make it clear to the scorers.

Some of the typical questions might be of interest, so try yourselves out on these:

"Was Moby Dick flesh, fowl, or mammal?"

(Continued on page 34)

\* Librarian, Santa Maria Public Library



## A MORE DYNAMIC PERSONNEL

ARDIS LODGE\*

OUR democratic society today is faced with more difficult and more urgent problems than ever before: juvenile delinquency, the numerous problems of the returning veteran, full employment, racial tolerance, the social, economic, political and physical reconstruction of the war devastated areas of the world, atomic energy control, the maintenance of peace, and a host of other problems which must be solved in order that we may live harmoniously and constructively with ourselves and all the peoples of "one world." In their search for an understanding of these problems people attend lectures and forums, listen to radio commentators, read newspapers, books and magazines, and some go to their libraries for help and guidance. Many libraries are doing a great deal to meet this challenge, yet in the opinion of the leaders of our profession they are not doing enough to stimulate and influence the thinking of the public.

Ways must be found to develop a new type of librarian—or I should say—to develop a larger number of a particular type now too rare among us. The profession needs a greatly increased number of highly intelligent persons who are not only adequately trained in the techniques of library work, but who have a broad background of knowledge of the world in which we live coupled with a sound social vision as to its future. In addition, librarians must have strong, friendly and attractive personalities which will enable them to use effectively the knowledge and skills which they have acquired, in meeting the needs of the public they serve.

How, then, can such a personnel be secured? Two methods immediately suggest themselves: by recruitment and by developing promising members of our present personnel. Recently the profession has given considerable attention to

the matter of recruitment and some excellent suggestions have been made. I want to emphasize a single point here: and that is the necessity for being critically minded and discriminating in the selection of new members for the profession. At the same time that we convince our faculties that librarianship can offer a stimulating career we must let them know that we do not want the type of student of whom one professor said, "Oh, she'd make a good librarian"—meaning that scholastically she is quite good, but she has a weak personality. We ought to bypass the mediocre and strive for the topnotch.

I should like to call attention here to a situation within the profession which has a crippling effect upon the recruitment of the right kind of women. Miss Agnes Hansen made an excellent statement on this matter in the February ALA BULLETIN:

"... It is not alone salaries which discourage "the girls" from being drawn into the profession, as well as those already in the profession, but the fact that *advancement beyond a certain point is rare*. Top positions more and more often go to men, sometimes of lesser caliber and less experience. . . . [This is] one reason why it is not easy to recruit college women, and over and above the salary reason. They see too obvious a limit to the heights they can attain; they see themselves sought for the rank and file, and what they see the rank and file doing does not appeal strongly even when, as recently, salaries have been improved."

While a revised program of education for librarianship may result from present criticisms and suggestions, we cannot wait for the schools to produce the required personnel. Within our ranks are many capable and alert young people

\* Library, University of California, Los Angeles

who, given the opportunity and the incentive, would develop into first rate librarians.

The responsibility for providing the opportunity and the incentive rests largely on administrators: chief librarians, assistant librarians, and department heads, who wield such large powers in all matters of library organization and administration, and whose personal attitudes are of such vital importance in promoting or blocking the professional development of staff members. Young librarians seeking positions might do well to inquire into the policies of a prospective employer with a view to learning whether or not he has established a progressive plan of personnel administration which allows employees to develop and to advance professionally to the limit of their abilities.

This means first of all that the library must have a well-defined plan for a career service. A survey of university libraries recently made by the Reclassification Committee of UCLA showed that while the majority of these libraries have some sort of a salary schedule, few have any provision for regular increases or a well-defined policy of promotions. The advantages of a definite plan of service over hit-and-miss methods are fairly obvious: it operates to reward good service and to prevent unfair discrimination; it provides the incentive for better service, and it improves morale. The findings and recommendations of a faculty committee of the University of Michigan (reported by Jas. K. Pollock in the Autumn 1945 issue of the *BULLETIN OF THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS*) on these vital matters offer many suggestions to our own profession.

Adequate salaries are, of course, a first essential of a scheme of service. Library salaries should provide something beyond mere subsistence; they should be sufficient to permit advanced education, attendance at professional meetings, participation in a variety of cultural and social activities, and provide for some measure of financial securi-

ty and freedom from anxiety. In short, they should enable librarians to lead a full life, and the added budget expense can be justified in the broadened horizons and enriched experience which will be reflected in improved service to the public. Here again, a heavy responsibility rests on the administrator for securing and maintaining an adequate compensation for himself and his staff. The ALA has set up certain standards for the percentage of the budget to be spent on salaries. It is a fairly large proportion, being 50-60% for college and university libraries.

Provision for regular increases at frequent intervals is another essential part of a satisfactory plan. While increases should be based on merit, it is better that they be automatic rather than based on hit-and-miss methods or no plan at all. Too often are increases dependent on what is left over in the budget after other needs have been met.

The elimination of clerical tasks from professional positions is another matter to which the profession has given insufficient attention. It is, of course, impossible to make the content of any position purely professional, but it is both uneconomical and a waste of training and skill to require professional personnel to perform large amounts of clerical tasks. Such a practice is one of the main reasons that library work fails to supply the personal reward intelligent people demand, and that the profession fails to attract alert and ambitious young people who seek a profession that will provide a challenge and give scope to their abilities. At the same time this practice tends to depress salaries and to detract from the status of librarianship. Job classification provides an excellent basis for clarification of professional and clerical tasks, but even without such aid much can be done. Administrators can take advantage of vacancies to reorganize the work so that professionally trained personnel will be doing professional work.

The administrator who has established a sound personnel policy has gone a very long way towards providing a satisfactory basis for recruiting and main-

taining a dynamic library personnel. But his obligation does not end there. Library administration could be made a more cooperative enterprise than it is in many libraries and the gains both to the service offered the public and to individuals supplying that service would be considerable. Where many intelligent persons with similar training and background are working together towards some professional end the best results are obtained when the staff works together as a team, where all ideas are given consideration whether they come from the youngest or the oldest staff member. The profession will not have the kind of alert, alive and vital personnel it wants if administrators dominate their organizations and fail to give staff members the opportunity to share in planning as well as in carrying out the work. Nothing is more deadening than simply following orders promulgated from above. Most young librarians come to their first positions fired with enthusiasm and a few ideas which they want to try out. The skilful administrators will stimulate and develop these desirable qualities by various means, a few of which may be suggested here.

The delegation of responsibility to capable staff members is a practice that might be more frequently used to advantage. Even in the important matter of formulating policy this device may prove useful. At the University of California at Berkeley staff committees on various problems connected with the public service desks gathered data and produced solutions for improving the service. Another staff committee recently created there will consider problems raised by plans for a library annex and the proposed alterations to the main building.

The opportunity to represent the library in various community and campus activities might be given more frequently to specially qualified younger staff members. Such a practice would widen the contacts of the library and build increased support for its activities. A wise administrator will give credit to the whole staff and to individuals. At least as important a factor as the building of

individual and staff morale, is the added stature given to the profession when it is demonstrated that not only the head librarian and department heads but a large number of other staff members are capable of responsible activity.

Certain well qualified staff members should be trained for administrative positions. Too many head librarians and department heads carry all responsibilities and fail to develop successors.

One means which administrators have for keeping the staff intellectually alive is by encouraging individuals to take advanced courses, and wherever possible, allowing some library time.

Administrators are also in a position to see that capable staff members are given the opportunity to serve as officers and as committee members of professional organizations. As active members of these organizations their advice will be sought on appointments. A policy of restricting recommendations to administrators is a mistaken one.

Arranging panels or discussions on important professional problems and new books is still another way of keeping professional interest alive. In libraries where there are staff associations such programs might well originate with them since a spontaneous interest is much better than an enforced one.

For a dynamic personnel serving educational interests it is quite as important to promote interest in current affairs as in professional matters. Staff meetings discussing current problems will develop an awareness of social responsibility and suggest ways and means of planning library programs to meet them. Attendance at lectures, and wide reading are to be encouraged.

If so far, all the methods suggested for developing a dynamic library personnel seems to place the burden upon the administrator, it is because I sincerely believe that administrators are the key to the problem. It is to them that we must look for stimulating leadership and for the establishment of progressive policies of personnel administration. All the

*(Continued on page 19)*

## LITTLE LIBRARIAN, WHAT NOW?

DORIS HOIT \*

THE quality of service given by the library staff reflects to a great degree the kind of leadership the head librarian shows. First, the librarian should possess intelligence with vision; second, she should temper her competence with vision; third, in order to represent her community and her staff, the head librarian should have presence; fourth, she should learn to delegate authority to others; fifth, she should cultivate the ability to get along with people and still not lose her own identity.

An important duty the librarian owes to her staff is giving to creative and original workers the chance to show initiative, thus encouraging growth and confidence and at the same time discovering hidden aptitudes. Executives should remember that pride and self-esteem are powerful forces not only in

organizations but also in individuals. A staff working in harmony can make a strong new force.

Special qualities should distinguish the head librarian. In addition to professional pride, she should have a wide knowledge of library matters, understand group leadership and learn how to stimulate creative thinking. When difficulties arise which closely touch the staff or library policies, there should be prompt and decisive handling. Certain personal characteristics are vastly important: appearance, manner, the poise that comes from a love of books and reading, patience, tolerance, a liberal outlook and an ability to subject oneself to critical self-analysis. Many intangibles go into the making of a successful chief executive, and illustrate Michelangelo's wise remark: "Trifles make perfection, but perfection is no trifle."

\* Librarian, Pasadena Public Library

*(Continued from page 18)*

efforts of a willing administrator will, however, come to naught if staff members fail to meet their responsibilities. Librarians have a continuing obligation to develop their own potentialities and abilities that they may contribute increasingly to their jobs. Taking courses, serving on committees, etc., will require expenditures of precious leisure time for study and preparation of reports. We must recognize that we cannot expect to enjoy the privileges we desire without some effort on our part.

The younger staff member also has an obligation to belong to our professional associations. Even if she does not feel that they are performing their functions as they should, she would be wiser to get inside and work to improve them than to be one of those negative personalities who sits on the sideline and criticizes.

And speaking of personality, which in its broadest meaning is a matter of

mind and spirit and human understanding, and in its narrower sense the possession of the so-called social graces, it may not be amiss here to remind younger staff members that courtesy, friendliness, consideration for others, a pleasing personal appearance, and a good voice are important factors in their own success. Head librarians complain that even in interviews some applicants show lack of consideration and courtesy, slop over in their chairs, and are carelessly dressed. Such actions are certainly poor salesmanship to administrators.

Serving the public—and so we come back to the focal point of our discussion: the reason the profession needs an improved personnel. This cannot be accomplished overnight, but selective recruitment, a broadened education emphasizing a social viewpoint, a definite scheme for a career service, and the opportunity to develop to the limit of one's abilities will go far towards producing for our profession a more dynamic personnel.

# CALIFORNIA STATE REPORT OF PERFORMANCE PLAN

ELEANOR H. MORGAN \*

**T**HE service rating system used by the State Library is an integral part of the California Report of Performance Plan. This plan was adopted by the State Personnel Board in 1940 after several years of study and experimentation. As stated in the Introduction of the Booklet of Instructions, it is founded on the following basic principles:

1. The development of a separate report sheet for each different type of work which depends on a particular combination of work characteristics to measure success on the job.
2. The statement of the items on which the report is based in terms of specific, observable and verifiable actions of the employee on the job.
3. The preparation of the report by the supervisor in the organization who is best prepared, on the basis of everyday observation, to report accurately on the employee's work.
4. The review and discussion of the report by the employee.
5. The evaluation of the facts through uniform, impartial scoring formulae, comparing on a state-wide basis all persons doing like work, and giving proper proportionate weight to each of the facts comprising a given report.
6. The application of the formulae by a central agency, to prevent knowledge of the formulae influencing the reporting of items.

The State Library uses in all ten different forms—one for each of the following groups or individual classes: (1) typists and stenographers; (2) clerks and library aids; (3) senior stock clerk; (4) book repairers; (5) janitors; (6) elevator operator; (7) supervisor of library crafts;

(8) home teachers of the blind; (9) professional librarians; and (10) assistant state librarian, who is rated on a form designed for administrative positions.

Normally, reports on all employees are made every six months although, for the duration, they have been required only once a year. During the probationary period three reports are required at regular intervals. The reverse side of all the forms provides for an overall report by the appointing officer on the probationer's progress and for his final rejection or acceptance as a permanent civil service employee.

When the Forms have been completed in the library according to instructions, they are sent to the Personnel Board where the scoring is done. The perforated portions which duplicate the identification material at the head of the Reports are then returned with the Final Scores indicated on these carbon copies. After the records have been made in the library files, the Return Slips are sent to the reporting officers and then to the individual employees.

One rule which is strictly enforced is that each employee must be shown his report before it goes to the Personnel Board and must certify that he has reviewed it, although he may not agree with all the statements. The employee is given one copy to keep for comparison with previous and subsequent reports. The Personnel Board urges that reporting officers confer individually with those whom they are rating. This, it is believed, gives supervisors an excellent opportunity to point out definite weaknesses or failures in work and to suggest ways and means for improvement. The employee, too, is thus given a chance to explain his difficulties or to protest any

\* Assistant State Librarian, Sacramento



item which he feels has been inaccurately or unfairly marked.

An important feature of the California State Plan is that the supervisor has no responsibility in deciding what the employee is worth to the department. He is a reporting officer whose duty is to consider "each item [on the form] in terms of how true it is, or how fully it applies to the employee, instead of trying to produce a certain score." Evaluation of the employee's work is made by the technical staff of the State Personnel Board by the application of a scoring formula which gives appropriate weight to each of the facts reported. In determining these relative weights, appointing officers or their representatives were consulted and, in classes that are common to all or to several departments, the decisions reflect the judgement of the majority. In the case of the form used for professional librarians, the State Librarian had the opportunity not only to recommend relative weights but to suggest modification and addition of items peculiar to library work.

In the state service, Reports of Performance are legally indispensable to many personnel transactions. Certain fixed scores must be attained for eligibility to take promotional examinations, to be granted leave of absence without pay, to be reinstated, and above all—to receive the annual increment provided in established pay grades.

Probably all administrators and most employees recognize, theoretically, the necessity for an impartial measurement of service value. In practice, however, no one phase of personnel administration is more troublesome, and of all the various methods so far devised for making such evaluation, no one has been accepted with universal approval. In the California Report of Performance Plan the emphasis is upon objectivity. Supervisors are expected to "report" on specific phases of an employee's work rather than to make an over-all evaluation; relative weights are assigned uniformly to each characteristic and the worth of the individual's performance

is translated into a numerical score by means of a mathematical formula applied by a machine. Of the various methods used by the state in recent years, this one seems to be the fairest. One weakness lies in the difficulty of selecting and properly weighing all the individual factors that make for 100% efficiency in any work not purely routine and mechanical. Also, the system fails to meet its goal of complete objectivity because supervisors must make an appraisal that is more or less subjective on each separate item, and a great majority of the employees rated react emotionally rather than rationally to the final results.

## DIARY OF A NEW LIBRARIAN

(Continued from page 14)

better not make any more suggestions for awhile. . . I'm getting quite to like Miss Y. She's been in the system for a long time and she tells me how silly it is to work yourself to a shred—no one appreciates it, and the public doesn't know the difference. I told her I was afraid to make suggestions to Miss X because whenever I do I get more manual labor piled on me and Miss Y said she hasn't made a suggestion in twenty years. . . I asked Miss X (how I stick my neck out) if I could review books for some group as she had once promised but she said that once you *started* doing that, "They" came to call on you all the time, and she didn't want to begin it. . . The public was horrible today—what a waste of time it is to wait on these old derelicts! . . . A patron complained to Miss X that I never really helped him, just waved him down the room. Well, as Miss Y says, what's the use of killing yourself when they don't really know what they want? . . . Thank Heaven today is Saturday.

May. The trouble with library work is it's so monotonous. Maybe if I could get transferred to a Branch—but Miss Y says it's all about the same, wherever you go.

# JAPANESE-AMERICAN RELOCATION COLLECTION

ELIZABETH McCLOY \*

**E**ARLY in the war we decided to try to have one fairly intensive collection of materials relating to World War II, in the Occidental College Library. Our choice was what seemed at the time to be a small and tidy problem, that of the Japanese evacuation and relocation. Our president, Dr. Remsen D. Bird, was an active member of the council that attempted to relocate the 2500 Japanese American students in the colleges and universities of the Coast. Indeed, it is from his file of correspondence that we have some of our most interesting primary source material. The subject we had determined upon was not remote but a real flesh and blood problem.

The collection has grown by solicitation and by purchase, but chiefly by gifts from those who became interested in the project. Friends and friends of friends have passed the word along and have contributed letters, or pertinent items. Various church groups and non-sectarian committees have kept us on their mailing lists. We are still interested most of all in obtaining additional source material.

As the months progressed, we discovered that our collection could not be all-inclusive. At present, it is composed of these parts:

1. Bibliography. We attempt to list all books, articles in periodicals, pamphlets, and documents on the subject, whether we have them or not.
2. Books. We have purchased all books on the subject as they have been published. Inasmuch as agitation against the Japanese on the Pacific Coast began long before Pearl Harbor, we have gradually added some material on background history to that already in the library.
3. U.S. War Relocation Authority publications. We have all which depository libraries receive, and we have some from regional offices. For complete files in this region, we must turn to the libraries of the University of California at Berkeley and at Los Angeles, for these have been designated official repositories for surplus records.
4. Miscellaneous reports of U.S. government offices, other than the War Relocation Authority. These are such things as the publications of the Budget Bureau and of the Senate Committee on Immigration, relative to the Japanese American during the war.
5. Center newspapers. Each of the ten WRA centers published its own newspaper, which we received regularly, with a few gaps. The assembly centers also published papers, some of which we have, the Santa Anita *Pacemaker* being the most nearly complete.
6. Newspapers or periodicals published in the interest of the Japanese Americans. We have files of the *Pacific Citizen*, published by the Japanese American Citizen's League, the Japanese American Committee for Democracy *News Letter*, and the *Information Bulletin*, of the Japanese-American Relations Committee of the American Friends Service.
7. Pamphlets published by interested sectarian and non-sectarian organizations. These include those of such widely divergent groups as the American Educational League and the Pacific Coast Committee on American Principles and Fair Play; the American Legion and the

(Continued on page 29)

\* Librarian, Occidental College Library



## ASSOCIATION NEWS

### ANNUAL MEETING OF THE CLA

October 16 to 19—Hotel del Coronado

"The Library in a New World," the motto adopted by the California Library Association this year will be exemplified in the talks and discussions carried on in Coronado during the third week of October.

The convention will open on the evening of October 16 with a reception in the Ball Room of the Hotel del Coronado. The Junior Members will present a clever skit and music will be enjoyed, establishing a spirit of friendliness for the convention. On Thursday morning section meetings will be held giving members an opportunity of meeting with others in the same phase of library work.

In the afternoon Louis Kroeger will give a demonstration on the classification of library positions using the Santa Barbara Public Library as an example. Mr. Kroeger's experience along this line qualifies him to help all libraries with their classification problems.

The newest trends in education for librarianship will be explored by a panel of experts in a discussion of the Wheeler Report of "Progress and Problems in Education for Librarianship" on Thursday evening. Library schools, university, public and county libraries will be represented on the panel. What do you think of the present professional training? Read the report ahead of time and be ready to express your opinion of the proposals.

The Thursday afternoon and evening sessions are being planned by the Standards and the Education for Librarianship Committees respectively. Other committees which have been working hard during the year will have an opportunity of showing the rest of us what they have accomplished in the group meetings to be held Friday morning. Through panel discussions and outside speakers the work of the association will be exemplified.

Remembering the old saying that "All work and no play makes Jack a dull boy" the lighter side of life has not been forgotten. Frankly we know that you would not come to this charming spot and stay indoors at meetings all the time so we are planning an excursion for you on Friday afternoon. A harbor trip which will show you the points of interest around San Diego Bay is being arranged. Leaving Coronado by boat you will see the harbor and go aboard a warship if Uncle Sam has been good enough to send one there. Then you will stop at North Island and have an opportunity of visiting the Naval Hospital Library there. Buses will take you back to the hotel. This trip which costs the ordinary visitor \$1.75 will be yours for one dollar.

Returning to the hotel you will get into your best "bib and tucker," formal or informal as the fancy strikes you, and attend the banquet. A fine speaker is promised that evening though his name cannot be announced at this time.

On Saturday morning the last general meeting will convene with a brief business session. Incoming officers will be introduced and then Mr. Ralph Ulveling will speak to us giving us a broader conception of our profession. Coming to us with the inspiration of a year in the presidency of the American Library Association Mr. Ulveling will wind up the convention.

Saturday afternoon is open to other library groups if they wish to meet with us. Among those preparing to do so is the Special Library Association, Northern and Southern California Chapters.

Further sightseeing may be indulged in at this time. A trip into Mexico suggested for those who wish to set foot on foreign soil. San Diego has many spots of interest such as beautiful Balboa Park with its famous zoo where there are no bars between you and the

animals. On the way home a detour would take you up Mount Palomar where the world's largest telescope is located.

The Hotel del Coronado has long been famous as an ideal vacation and convention spot. The management is doing everything to make your stay pleasant and officers and committees are working hard to plan an interesting meeting for you. If you have not done so you should make your reservations immediately. The June issue of the Bulletin may be referred to for hotel rates.

Further information and instructions including a program will be mailed to you with the ballots for the election of California Library Association officers.

ELEANOR N. WILSON,  
President.

#### NORTHERN SECTION CLA COMMITTEE ON REGIONAL COOPERATION

The Northern Section of the California Library Association Committee on Regional Cooperation held its first formal meeting at Mills College, October 26, 1945, after some months of preliminary correspondence and intermittent discussion among various interested groups concerning the need for a union catalog in the Bay Area.

All members of the committee were present, plus Dr. Lynn T. White, Jr., representing the Western College Association Committee on Bibliographical Cooperation. This association and Dr. White in particular have been actively demanding a union catalog for some years. Dr. White presented to the CLA committee the scholar's need for a union catalog of author cards which would include the unsuspected resources of many of the small academic and special libraries in the region. The committee discussed the existing keys to library resources, the extent of demand and probable use of a union catalog by member libraries, the high cost of establishing and maintaining a union catalog, the likelihood of obtaining Foundation Aid, the feasibility of a fee basis for continued

financial support, and it was finally the considered opinion of the group that instead of undertaking the great expense of a new union catalog (probably \$80,000), the needs of this area could best be served by establishing at the state university in Berkeley a bibliographical center (estimated budget, \$10,000) which would employ trained personnel to survey the resources of the region, use the existing bibliographical apparatus of the university library, and give information service by mail and telephone. Mr. Coney undertook to prepare a tentative plan for such service and an estimate of cost before submitting it to his library committee. The possibility of a survey volume covering the smaller academic libraries to supplement the Fulmer Mood Survey was discussed as a possible project of the bibliographical center staff. It was decided that before circularizing the libraries of the area to learn the probable extent of their use of such a center and their willingness to cooperate, the proposal should be discussed by the academic librarians at a forthcoming meeting. At the meeting of the College and University Section of the CLA, January 19th, in San Francisco, the matter was presented by a panel of speakers representing university, college, and special libraries (business, science, and ecclesiastical) but the ensuing discussion evidenced a disappointing lack of interest in the project, with some slight but active opposition on the ground that such a center should be in San Francisco, rather than Berkeley. The only resolution arising out of the discussion was the recommendation to the committee that a professional survey of all special collections in the various libraries be published. This the committee has not felt to be a part of its assignment from the CLA nor has it the financial resources to undertake such a task.

The project of a union catalog in the north therefore seemed to be shelved for the present, pending further action from the state university. Since this meeting, Mr. Coney has announced that on October first, the University Library at Berke-

ley will establish a department for inter-library service under a professional librarian who will be in charge of all interlibrary loan and will begin the other services appropriate to a bibliographical center.

The committee is happy to include this announcement in its final report and considers that insofar as the union catalog is concerned, its function is now discharged. We are still of the opinion that in the San Francisco Bay Area where there is no scarcity of bibliographical resources, the needs of the research worker as well as of the public will be served more effectively with comparatively small expense by the personnel of a bibliographical information center at the university library, using such aids as exist and as they would compile in the course of their own study of the region.

There has been a suggestion that the two libraries of the state university exchange their complete card catalogs on microfilm. If this method proves satisfactory, each collection might include also the catalogs of Stanford University, the Huntington library and others. It seems to us fairly obvious that this method of co-operation is likely to supersede the enormously expensive and expensive union card catalogs of the past.

EDWIN T. COMAN

PETER CONMY

DONALD CONEY

ELEANOR HITT MORGAN

EVELYN S. LITTLE,

*Chairman.*

#### TECHNICAL DEVELOPMENTS COMMITTEE

Dear Librarian:

This committee (popularly known as the Gadget Committee) is interested in collecting information on your pet device. We have in mind the "simple thing" your janitor figured out for a special purpose in the library—something you know works. Share your gadgets with us. We will share some of them with the profession.

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# McKAY BOOKMARK

## CHILDREN'S BOOKS

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**BENJY OF BOSTON.** By **Frances Cavanah**. Illustrated by Pauline Jackson. On a swan Boat ride in Boston's Public Garden, Benjy and Tony meet. This friendship with the Italian-American boy makes the city's historic past important to Benjy. (7 to 10 years).....\$1.00

**SANDY OF SAN FRANCISCO.** By **Frances Cavanah**. Illustrated by Pauline Jackson. On his arrival in San Francisco, Sandy has a new kind of home for a few days and sees this fine city with his friend, Chang Hon-Li. (7 to 10 years).....\$1.00

**JOHNNY COTTONTAIL.** By **Margaret Friskey**. Illustrated by Lucia Patton. Almost without words the pictures tell the story of Johnny Cottontail who carries four baby rabbits to his hole-house and cares for them. (3 to 6 years).....\$1.00

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lishing in the CLA Bulletin from time to time data collected in this way.

Send rough sketches as well as descriptions, so we can figure out how it works.

The Committee is also interested in your ideas on what mechanical devices you see elsewhere that you think might be developed into something that would save time or money in a library.

You are invited to send in a contribution and to become a charter member of the "Share the Gadget Club" of the California Library Association.

**SEND YOUR GADGETS AND IDEAS** to Coit Coolidge, Chairman, CLA Committee on Technical Developments, Richmond Public Library, 4th and Nevin, Richmond, California.

## COMMITTEE APPOINTMENTS

In addition to the committee members listed in the December and March numbers of the Bulletin, the President announces the following appointments:

**Jesse T. Banfield**, University Laboratory, Berkeley, Committee on Library Photography and Microfilm, technical advisor.

**Frances Hahn**, San Diego County Library, State Nominating Committee, in place of Mrs. Ethel B. Leech.

**Eleanor Touhey**, Santa Monica Public Library, Publicity Chairman, ALA Coordinating Committee.

**Mrs. Grace Dean**, representing CLA on Advisory Committee to the Division of Recreation.

**Ethel Helliwell**, Orange Public Library, Chairman, Education for Librarianship. Members: Elizabeth L. Kilbourne, Pacific Beach Junior High School, Pacific Beach, San Diego; Marjorie Donaldson, Pasadena Public Library.

## BOOKS FOR NORWEGIAN CHILDREN

Gifts of books for the children of Norway may be sent to Mrs. Gudrun Thorne-Thomsen, c/o Fru Margit Hansson, Harold Haarfagres Gt. 11, Oslo, Norway. Librarians who treasure memories of Mrs. Thorne-Thomsen's stories are happy to show their friendship for the children in devastated Europe in this way.

## ABOUT LIBRARIANS

Dr. J. Periam Danton, formerly librarian and associate professor of bibliography at Temple University, Philadelphia, and faculty member at Columbia University for the past semester, was appointed dean of the graduate School of Librarianship, University of California July 1, 1946. Dr. Sydney B. Mitchell retired from the position at that time. Della J. Sisler also retired from the faculty at the close of the spring semester.

Delbert R. Jeffers took office as librarian of the Monterey Public Library on July first, following the resignation of Mrs. Bertha D. Hellum.

Mary E. Binford, formerly assistant librarian of the Orange County Library, is now librarian of Escondido Public Library.

Mrs. Florence McMaster was appointed librarian of Sebastopol Public Library, to succeed Mrs. Georgia Van Duzen who resigned after sixteen years in that post.

Miss Mary Mulhall, City librarian in Santa Clara for forty years, died May 4.

Mrs. Katherine Dombaugh left Ukiah at the end of June for a position as assistant in the Burlingame Public Library. Marian Ruth Marvin is to be librarian of the Ukiah Public Library.

Mrs. Dorothy Margo has been appointed librarian of the Porterville Public Library.

Frederick Wemmer returned to Solano County Library July first, following his release from army service.

Miss Helen Vogleson resigned from the position of librarian of the Los Angeles County Public Library. Her resignation takes effect January first, but because of accumulated leave, she relinquished her duties August 15. John D. Henderson is acting head of the county system until a permanent appointment is made. Miss Vogleson came to the library in December 1916. She became assistant librarian in 1919 and was appointed chief of the department in 1924. With 133 branches, the library now contains 1,026,216 volumes and 154,735 registered borrowers.

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Mrs. Helen Roos, a clerk in the Alameda County Library for twenty-six years, retired July 1.

Mrs. Dulcie Arnold came from the Long Beach School Library system to the Fresno County Library as head of the School Department on July 15.

Margaret Konkel has been appointed to a position in the Branch Department of the Fresno County Library.

Mrs. Katherine B. Walton has been appointed First Assistant and Head of Branches in the Orange County Library. She succeeds Mary Binford who resigned.

Ardis Huls has resigned from the Solano County Library to accept the position of Supervisor of Work with Children in several branches of the Seattle Public Library.

Joy Bell Jackson, Librarian of the Yolo County Library, resigned to be in charge of the school library system of Alameda County.

Esther Mardon has been appointed County Librarian of Yolo County.

Genevieve Bale resigned from the staff of the Kern County Library and has gone to Chico State College.

**PLAN NOW**

Throughout California there are hopes for new library buildings. In drawing the plans I would like that special thought be given to providing for those that are physically handicapped.

If you examine the libraries in most of our large cities you will see buildings architecturally beautiful but with many steps and elaborate entrances which are impractical for some of those who have the most leisure to profit by the books, lectures and exhibits in the library.

A little intelligent planning can improve this situation. In many cases entrances could be provided where wheel chairs could enter on the level, with provision for at least temporary parking for unloading, allowing sufficient time for attendants to enter, and then return to park a car. Lecture rooms could provide space for wheel chairs. These entrances would be used by many persons

who could walk but could not climb stairs. Veterans who have sacrificed their independence (often more precious than life itself) would make use of such thoughtful courtesies, as well as elderly citizens.

—Library Patron

## JAPANESE-AMERICAN RELOCATION COLLECTION

(Continued from page 22)

Los Angeles County Committee for Church and Community Cooperation; the Japanese Exclusion Committee and the Citizen's Committee for Resettlement.

8. Articles in periodicals and reprints. We have already indexed over 400 articles in the current periodicals of the past three and a half years. The WRA and other interested organizations sponsored reprints of the most significant of these.
9. Letters. The largest proportion of these are from Dr. Bird's file on Japanese student relocation.
10. Directories. We have, for example, the *Japanese Telephone and Business Directory of Southern California* for 1941 and the *Directory of American Students of Japanese Ancestry in the Higher Schools, Colleges and Universities of the United States of America*, of June, 1943.
11. Clippings. Scattered clippings are on file from various California newspapers. We have a complete file from the *Los Angeles Times*, from September 1943 to date. Included is even the Leffingwell Sunday comic strip on the internees.

From these various sources brought together here, we hope serious students may be able to interpret with some understanding this socially significant phase of the history of World War II.

To other libraries collecting similar material we shall be glad to offer our duplicates.

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## PAMPHLETS ABOUT BUSINESS

### CLA COMMITTEE ON RELATIONS WITH BUSINESS GROUPS \*

\* These pamphlets are selected from a list published by the Sacramento Public Library. For copies write to the City Librarian, Mrs. Grace Taylor Dean. Additional pamphlets and sources have been suggested by Theodore Hewitson, Technical Reference Librarian, Los Angeles County Public Library.

- Bank credit.** Committee for economic development. 1944. free
- Credit sources for small business.** Washington, U.S. Bureau of foreign and domestic commerce. 1945. (Economic (Small business) series no. 46) .15
- Establishing a diaper service.** Washington, U.S. Bureau of foreign and domestic commerce. 1945. free
- Establishing a laundry.** Washington, U.S. Bureau of foreign and domestic commerce. 1945. free
- Establishing a service station.** Washington, U.S. Foreign and domestic commerce bureau. 1945. free
- Establishing and operating a metal working shop.** Washington, U.S. Bureau of foreign and domestic commerce. 1945. (Industrial series no. 16) .35
- Establishing and operating a shoe repair business.** Washington, U.S. Bureau of foreign and domestic commerce. 1945. (Industrial series no. 17) .35
- Establishing and operating a small sawmill business.** Washington, U.S. Bureau of foreign and domestic commerce. 1945. (Industrial series no. 20)
- Establishing and operating your own business.** Washington, U.S. Bureau of foreign and domestic commerce. 1945. (Industrial series no. 19) .10
- Farms for veterans.** National planning association, 800 21st Street, N.W., Washington 6, D.C. 1945. .25

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- Government aids to small business.** Washington, U.S. Foreign and domestic commerce bur. 1945. (Economic (Small business) series no. 48) .15
- Guide to service men and others who want a business of their own** (Reprinted from Printers' ink) Printers' ink, 205 E. 42nd St., New York 17, N.Y. 1944. Single copies free.
- Guides for the new and prospective foreign trader.** Washington, U.S. Foreign and domestic commerce bureau. 1945. (Economic series no. 44) .15
- How to buy and operate a drug store,** with check chart. West coast druggist, 1606 N. Highland, Los Angeles, Calif. 1945. (Service manual no. 1) .65
- How to buy and sell in Latin America.** Los Angeles Chamber of Commerce, World trade dept., 1151 So. Broadway, Los Angeles, Calif. 1944. (Postwar foreign trade bulletin no. 2) free
- How to buy and sell in the British empire.** Los Angeles Chamber of commerce, World trade dept. 1945. (Postwar foreign trade bulletin no. 3) free
- How to import and export.** Los Angeles Chamber of commerce, World trade dept. 1944. (Postwar foreign trade bulletin no. 1) free
- How to run a small store.** National retail dry goods association. 1945. 5¢
- How to start in the hardware business;** suggestions for service veterans and others. National retail hardware assn., 915 Meyer-Kiser Bank bldg., Indianapolis, Ind. 1945. free
- Ideas: portfolio of practical suggestions for modernizing business interiors** (covers, with illustrated pamphlet in pocket) Armstrong cork company, Floor division, Lancaster, Pa. free. (Separate portfolios on shoe stores, drug stores, grocery stores, restaurants, meat markets, men's clothing stores, jewelry stores, florist shops, etc.)

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- Job opportunities for the veteran in the wholesale ice cream industry.** International association of ice cream manufacturers, 1105 Barr bldg., Washington 6, D.C. 1945. free
- New horizons.** American foundation for pharmaceutical education, 330 W 42nd st., New York 18, N.Y. 1945. free
- Occupational briefs for postwar jobs** (No. 96, Barbers and beauticians, also many others in the series) Science research associates. 228 W. Wabash ave., Chicago 4, Ill. .15
- Opportunities for employment in world trade and foreign service;** an outline to guide returned servicemen and women. Los Angeles Chamber of commerce, World trade dept. 1945. free
- Opportunities in radio and electronics for returning service men.** Radio corporation of America, 30 Rockefeller plaza, New York 20, N.Y. 1945. free
- Opportunities in retail trade for service men,** by A. M. Sullivan. Dun & Bradstreet, 290 Broadway, New York 7, N.Y. 1945. free
- Opportunities unlimited;** small business openings, investment opportunities, jobs—careers—dealerships. B. C. Forbes publishing company, inc., 120 5th ave., New York 11, N.Y. 1945. .50
- The pet manual;** the merchandising of foods, remedies, supplies in the department store pet shop, by Arthur Bennett. National retail dry goods association, 101 W. 31st street, New York, N.Y. 1941. .75
- Plastics;** a handbook for retailers. National dry goods association, 101 W. 31st street, New York 1, N.Y. 1944. free
- Postwar jobs and growth in small communities.** Committee for economic development, 11 W. 42d street, New York 18, N.Y. 1945. free
- Ready-to-wear sales manual,** by Constance Talbot. National retail dry goods association, 101 W. 31st street, New York 1, N.Y. n.d. .75

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- Record keeping for small stores**, by C. H. Welch and C. H. Sevin. Washington, Government printing office. Rev. ed. 1945. .30
- Selling pointers for effective selling of cosmetics, toiletries and drugs**. National retail dry goods association, 101 W. 31st street, New York 1, N.Y. n.d. .75
- Should I start my own business?** P. D. Converse. Bureau of economic and business research, University of Illinois. 1945. (Special bulletin no. 5) .50
- Small business series** (advertising, retail credit, locations, record keeping, etc.) New York State commerce dept., Albany, N.Y. free
- So you want to farm**. Washington, U.S. Farm credit administration. (Circular 31) 1946. free
- Standard ratios for retailing**; guides to efficiency and profits in fifty trades. Dun & Bradstreet, inc., 290 Broadway, New York 7, N.Y. 1940. free
- Suggestions to prospective farmers**. Washington State agricultural experiment station, Pullman, Wn. 1944. (Popular bulletin no. 178) free
- Twelve million opportunities**; get ready for your share (guide for communities in helping veterans) Crowell-Collier publishing company, 250 Park ave., New York, N.Y. 1945. .10
- Veterans and small business**. Washington, U.S. Bureau of foreign and domestic commerce. 1945. free
- When "G.I." bankers return**. American bankers association, 110 E. 42nd st., New York, N.Y. 1945. free
- Your future in pharmacy**. National pharmacy committee on public information, inc., Rockefeller center, 620 Fifth ave., N.Y. 20, N.Y. 1944. free

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# BOOK QUIZ

(Continued from page 15)

- "Name four famous ships of literature."
- "In what famous stories does the apple figure?"
- "Name six books, each with a different military rank in the title."
- "Add number of children in the Pepper family to the number of friends of Snow White; subtract number of kittens who lost their mittens; add number of worlds Willkie

wrote about; multiply by four and subtract the number of thieves who followed Ali Baba. What is the answer?"

"Dress an imaginary character from book titles."

"Give the most exact address you can for the following characters:

Sherlock Holmes; Peter Pan; Hugh Conway."

"Name three traitors in literature."

"Who was called: the blind poet; the Hoosier poet; the children's poet."

"Name three pirates of fiction."

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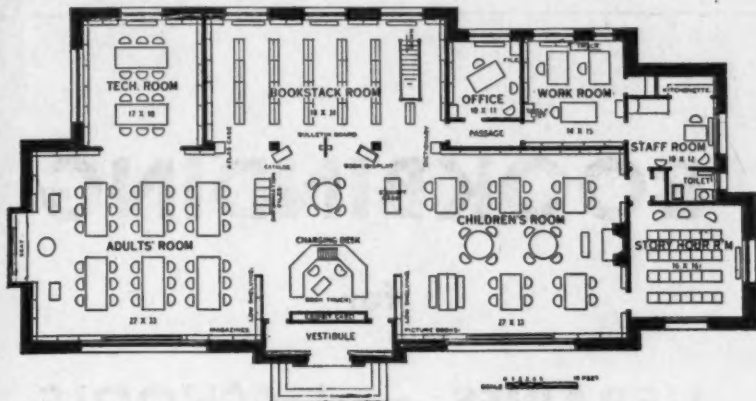
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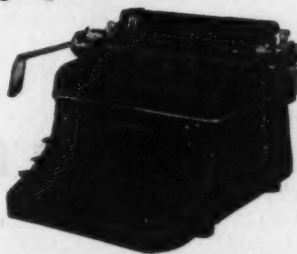


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